

ALCONBURY PARISH COUNCIL

Minutes of the Annual General Meeting held on Tuesday 29th May 2007 in the Memorial Hall

Present:

Mr. Brown (Chairman), Mr Senior, Mrs Adams, Mrs Aylott, Mrs Dyer, Mr Hardy, Mrs Hathaway, Mrs Watkin, Mr Watson and Mrs Williams. County Councillors Sir Peter Brown and Laine Kadic. Mrs Lancey (Clerk). 20 members of the public.

Public Forum

Mrs Watkin brought the Parish Council's attention to the tragic accident that had caused the death of Warren Hay, an Alconbury teenager, and asked for the Council's support of a petition calling for improved safety measures on the stretch of road where the accident had occurred. It was unanimously agreed that the Parish Council should support the petition and also write separately to Cambridgeshire County Council Highways and Jonathan Djanogly MP.

1. Apologies for Absence

Apologies received from District Councillor Keith Baker.

2. Appointment of Chair and Officers

Mr Brown nominated Mr Senior for the position of Chair. This was seconded by Mrs. Watkin. As there were no other nominations, Mr Senior was duly elected and took the Chair and signed the Declaration of Acceptance of Office. Mr Senior proposed a vote of thanks to Mr Brown for the two years he had served as Chairman of the Parish Council. Mr Senior nominated Mrs Aylott for the position of Vice Chair. This was seconded by Mr Brown. As there were no other nominations, Mrs Aylott was duly elected. Mrs Lancey was nominated by Mrs Aylott to continue as Responsible Finance Officer. This was seconded by Mrs Williams. As there were no other nominations, it was agreed Mrs. Lancey should continue in this post.

The following were appointed as Committee Representatives:

Churchyard – All Councillors

Infrastructure – All Councillors

Village Green – All Councillors

Planning – Mr Brown, Mrs Dyer, Mr Senior, Mrs Watkin and Mr Watson

Bramble End Playground – Mr Hardy and Mrs Williams

Flood Alleviation – All Councillors. This would be re-visited as appropriate.

The following were appointed as Parish Council Representatives:

New Memorial Hall – Mrs Adams and Mrs Hathaway

Sports & Social Club – Mr Brown and Mr Watson

Neighbourhood Watch – Mrs Aylott and Mr Hardy

RAF Molesworth – Mrs Dyer

CALC – Mrs Dyer and Mrs Watkin

Youth Group – Mrs Adams and Mrs Aylott

Parish Plan – Mr Brown, Mrs Dyer, Mrs Watkin (who would lead the group), and Mrs Williams

Police Liaison/Community Safety – Mr Senior

Health & Safety – Mr Senior, Mrs Watkin and Mr Watson

Quality Status – Mr Brown, Mrs Dyer, and Mrs Watkin

3. Councillors' Declaration of Interest for items on the Agenda

Mr Watson and Mrs Williams registered a prejudicial interest in Item 8 Maypole Square - being residents in close proximity.

4. To sign and approve minutes of previous meetings held on 24th April and 9th May 2007 Proposed by Mrs Hathaway and seconded by Mr Watson. Minutes duly approved and signed.

5. The Village Shop and Post Office (Chairman relaxed standing orders for this agenda item)

Mrs Aylott updated the meeting with the current situation. The village shop had now closed, although at the moment the Postmaster continued to run the Post Office. The suggestion was to organise a meeting of any interested parties (from Alconbury and Alconbury Weston) who might be in a position to give time and resources to some kind of new venture. The Postmaster informed the meeting that there was provision for a shop unit within the plans for refurbishment of the site. He would also be attending a meeting with the Post Office on 18th June to learn whether Alconbury was one of the locations earmarked for closure by the Post Office. A meeting was fixed for Thursday 7th June 2007 at 7.00pm in the Post Office. The Clerk had already contacted Cambridgeshire ACRE and Business in the Community and it was hoped representatives might also attend the meeting.

6. Bi-monthly Newsletter

Mr Senior thanked Mrs Dyer for her continued work with the bi-monthly Newsletter which was proving very successful. Clerk to write a letter of thanks to Ray Carlsen for organising the display of the duck posters. Daisy Williams had been delighted with the book token received for the best poster.

7. The Bus Shelter

The replacement bus shelter had been installed without seats or sides. This was contrary to the understanding of the Parish Council. Clerk had contacted Claudia Waters of the Community Safety Partnership responsible for the shelter and it was hoped that modifications would be made within the next few weeks, but that extra cost to the Parish Council might be incurred. It was unanimously agreed that no money should be paid to the District Council until the situation had been resolved. A letter of bitter complaint had also been received from the Over 60s, and it was agreed that the current shelter was totally inadequate. Clerk to ensure that District Councillor Keith Baker was aware of the situation. County Councillor Laine Kadic offered to help. Clerk to copy her with relevant correspondence.

With regard to the complaint raised by the resident opposite the shelter about its position and associated safety issues, Clerk had contacted Claudia Waters and had been assured that all appropriate measures had been taken prior to the installation. Clerk had passed this information to the resident concerned.

8. Maypole Square (Mr Watson and Mrs Williams, having declared a prejudicial interest, left the meeting for this agenda item)

Mrs Watkin reported that only one plan had been received from HDC for enhancement to the village pump area in Maypole Square.

As it was also the Parish Council's responsibility to contact residents in and around the

Square in order for them to voice their opinions of the plans, it was agreed that Mrs Watkin should produce a flyer inviting residents to attend an on site meeting. The rest of the village would have the opportunity of inspecting the plans at the Parish Council's stand at The Village Affair.

9. Quality Council Status

Clerk had completed the fourth training session with CALC, with one more formal course to attend in June followed by two revision sessions in June/July. The Clerk's portfolio should be submitted Sept/Oct. It was agreed that a representative from CALC should be invited to the August meeting in order to ascertain the best way to proceed after the Clerk's training had been completed.

10. The Parish Plan/Website enhancements

Meeting to progress these issues planned for 6th June 7.30pm at Mrs Watkin's residence.

11. Anti-Social Behaviour – Bramble End

Meeting had been held with Barbara Gowling and her colleague from the Community Safety Partnership concerning the problems at Bramble End. Leaflets and posters had been provided for distribution around the area. It was agreed Mrs Williams would distribute these. It was agreed this was a topic for the next Newsletter.

12. Land for Sale – Rusts Lane

County Councillor Peter Brown understood that plans were to be submitted for re-development of this area. He again expressed the concern of both the County and District Councils over the impact this would have on local roads and villages should another similar facility to Truckstop not be provided in its place. District Councillor Keith Baker to keep the Parish Council informed.

13. The Village Affair

Mr Senior outlined his thoughts on a stand for the Parish Council at The Village Affair. Mr Brown, Mr Watson and Mrs Williams would be available to help.

14. Provision of more Burial Plots in the Churchyard

The Clerk outlined an exploratory meeting which had taken place between the Priest in Charge, the PCC, Mrs Elphick and herself. There were two options available, either to re-use part of the old churchyard and/or to purchase a new piece of land adjacent to the existing churchyard. The PCC were pursuing estimated costs for both options and would report back to the Parish Council. The Parish Council had the power to buy additional land but not a duty to do so.

15. Signs for "no horse riding" on the Village Green

Clerk to check any constraints with Highways and Planning before proceeding further.

16. Jointly Funded Minor Improvement Scheme

The 2007/08 Scheme, submitted for speed reduction measures and pedestrian crossing safety improvements in Rusts Lane and road safety in School Lane and Chapel Street had been unsuccessful. Sir Peter Brown had received a letter of complaint from a resident concerning the dangerous crossing in Rusts Lane which had been the exact problem addressed by the 2007/08 submission. The new bidding application form for 2008/09 had been received. It was agreed this would be dealt with by the Parish Plan working party, who would again address the problems of road safety.

17. The Brook Clearance (7th July)

Unfortunately Sue Pike was no longer able to co-ordinate this initiative. The Parish Council would form a working party. Clerk to contact Penny Ash, Community Relations Officer and Neighbourhood Watch.

18. Neighbourhood Watch

Vandalism (broken windows) in both villages had been reported. The Village Affair and the brook clearance had been discussed.

19. Matters Arising from Previous Minutes (for information only)

Land at Field Close

Clerk reported that this continued to be a problem and that she had again contacted HDC and was awaiting a reply.

20. Committee Reports

a) Clerk's infrastructure Report

Churchyard: Nothing to report.

Village Green: Overflowing manhole covers on the corner of the Green and at the bottom of Frumetty Lane reported to Anglian Water.

The footbridge next to the Heritage Bridge was in need of repair.

Clerk to action

General: Complaint concerning speed humps had been reported to HDC. There was a strong possibility that Spinney Lane would be re-surfaced June/July.

b) Planning

New Applications

0701274FUL – Extension to dwelling – 3 Old Glebe (Mrs Williams declared a personal interest as the applicant was known to her) – No observations.

Applications determined by HDC Planning:

0701046FUL – Erection of Conservatory, 11 Coulson Way – Granted

0602567FUL – Extension to dwelling, 17 Great North Road – Appeal allowed.

0602549FUL – New Dwelling, 15a Great North Road – Appeal dismissed.

0700388FUL – Extension to Dwelling, 4 Maple End – Appeal lodged

c) Bramble End Playground

Monthly inspection carried out by Mrs Williams. No apparent problems. ROSPA inspection had been carried out with no major cause for concern. Clerk reported that complaints had been received about dog fouling in the area. New signs were needed. Clerk to obtain costs. It was also decided that fencing for the area should be looked at. Mrs Williams to obtain quotes.

21. Correspondence

The New Code of Conduct

Mrs Aylott, Mrs Watkin and Williams had attended a CALC workshop on the New Code of Conduct. Mrs Williams said it was CALC's advice not to adopt Section 7 (which did not apply to Parish Councils) but that Section 12/2 was considered beneficial. This should be an agenda item for June when adoption would be discussed.

Letter of Complaint

Clerk had received a letter of complaint concerning late night disturbance from the Manor

House Hotel. Resident had been advised that it was beyond the remit of the Parish Council to act in such circumstances.

Flood Alleviation Scheme

Letter received from Jonathan Djanogly MP together with a reply from the Environment Agency, confirming that whilst Alconbury is considered a high priority scheme, its priority rating is no longer high enough to justify immediate action. There is, however, a commitment to continue to identify the scheme in the annual investments needs bid.

HDC's Response to future healthcare services in Huntingdonshire
Circulated to all Councillors.

Drugs Information Evening – Request for donation

Request from Alconbury C of E Primary School for a donation towards a Drugs Information Evening to be held on 12th June. £100 agreed.

Vitalise – Request for donation

Decision made not to make a donation on this occasion.

Parking – corner of Field Close/Manor Lane
Mr Senior to contact Police.

Emergency Planning Awareness Session

Invitation to seminar to take place at the end of September. Clerk had provisionally booked places for 7 Councillors.

Verification for the Colts

It was agreed that the Chair should verify that the Colts were a bona fide organisation on a funding request form.

22. Responsible Finance Officer's Report

The Annual Governance Statement was accepted by all Councillors and the Annual Return was duly signed by the Chair and Responsible Finance Officer in readiness for submission on 31st May 2007.

Clerk confirmed the re-appointment of David Armstrong as Internal Auditor.

Cheques for signature:

Pipex Internet - £14.99

Demon – Web Hosting - £11.75

Grafton Projects – Stationery/Newsletter - £66.16

CALC – Affiliation Fees - £378.05

Playsafety Limited – ROSPA Inspection - £141.00

Clerk's Salary May (including extra training) - £377.85

Stuart & CO – Annual Insurance - £592.33

Payments were proposed by Mr Brown and seconded by Mr Senior

Cleared Balances:

Current Account: £17735.07, Deposit Account £13,429.90

Youth Group Account: £3819.43

23. The Clerk's Salary/Appraisal

It was unanimously decided that the Clerk's hourly rate be increased by 2 Spinal Points to LC1 Spinal Point 23 and that due to current workload the number of working hours may need to be increased. It was also noted that as the Clerk worked from home, under NALC guidelines, she could claim for phone/electricity/heating. As she was currently enrolled on a CiLCA training course, travelling expenses could also be claimed.

24. Date of Next Meeting

The next meeting will be held on 26th June 2007. It is planned that the PCSOs will attend this meeting.